

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	<u>Kaplan University</u>		
Name of Program	<u>Health Information Management (51.0706)</u>		
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>BS</u>		
Name of Person Preparing this Form	<u>Kelly Karki</u>		
Telephone Number	<u>312-385-1416</u>	<u>Application Type</u>	
Date the Form was Prepared (Revise date after any revision)	<u>10/7/2015 (Revised 11/23/2015)</u>	X	Initial or Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The objective of the Bachelor of Science in Health Information Management program is to prepare students with the knowledge, technical skills, and work habits to be an innovative and adaptable critical thinkers and problem solvers. Individuals that possess these qualities are capable of using available services and technologies to support operations, management, and decision-making initiatives within the health information field. The curriculum encourages lifelong learning and addresses the evolving professional skills of baccalaureate degree students.

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout the academic program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Bachelor of Science in Health Information Management

Total Course Hours: 180 credits Check one: **Quarter Hours** X

5400 hours Semester Hours

Clock Hours

Tuition : \$66,780.00 Length of Program: 170 weeks, 40 months

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>	
HS 111	Medical Terminology	5	
HS 200	Diseases of the Human Body	5	
HI 135	Legal Aspects of Health Information	5	
HI 150	Automation of Health Information	5	
SC 121	Human Anatomy and Physiology I	5	
SC 131	Human Anatomy and Physiology II	5	
HS140	Pharmacology	5	
HI 230	Quality Assurance & Statistics in Health Information	5	
HI 253	Medical Coding I	5	
HI 255	Medical Coding II	5	
HS 230	Health Care Administration	5	
HA 255	Human Resources for Health Care Organizations	5	
HI 215	Reimbursement Methodologies	3	
HI 300	Information Technology and Systems for Health Care	6	
HI 305	Management of Health Information	6	
HI 410	Advanced Reimbursement Methodology	6	
HS 305	Research Methods for Health Sciences	6	
HS 311	Epidemiology & Biostatistics I	6	

HS312	Epidemiology & Biostatistics I	6
HS 420	Advanced Health Informatics	6
HS 450	Strategic Planning & Organizational Development for Health Care	6
HI 499	Bachelor's Capstone in Health Information Management	6
	Total Specialty Courses	117
	<u>General Courses</u>	
	(See the available elective courses on pp. 486-493 of the Kaplan University catalog.)	30
	Total General Courses	30
	<u>Liberal Arts Requirements</u>	
CM 107	College Composition I	5
CM 220	College Composition II	5
HU200 <u>OR</u>	Critical Evaluation in the Humanities	5
HU 245 <u>OR</u>	Ethics	5
HU 250	Humanities and Culture	5
MM150 <u>OR</u>	Survey of Mathematics	5
MM212	College Algebra	5
SC200 <u>OR</u>	Discovering Science – Current Issues in a Changing World	5
SC 235 <u>OR</u>	General Biology I – Human Perspectives	5
SC 246 <u>OR</u>	Fundamentals of Microbiology	5
SC 250	Science for Everyday Life	5
CS 204	Professional Presence	3

SS 211 <u>OR</u>	The 1960's – Reshaping the American Dream	5
SS 236 <u>OR</u>	People, Power and Politics – An Introduction to American Government	5
SS 250	The Technological Revolution – A Social Scientific Approach	5
Total General Education Requirements		33
TOTAL:		180

Number of Credit/Clock Hrs. in Specialty Courses:	<u>117</u>	/	<u>180</u>	Percentage:	<u>65%</u>
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Number of Credit/Clock Hrs. in General Courses: Note: students can choose any elective in the School of Health Sciences	<u>30</u>	/	<u>180</u>	Percentage:	<u>17%</u>
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If applicable: Number of Credit/Clock Hrs. in Liberal Arts:	<u>33</u>	/	<u>180</u>	Percentage:	<u>18%</u>
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III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Students enrolled in one of the University's educational delivery systems are assured access to educational resources and services. The Kaplan University Online Library maintains and develops information resources and services that support the education goals of students, faculty, and staff.

Because library skills are an integral part of academic achievement, guidance on the use of research tools and resources is available through interactions with library staff, video demonstrations, and other instructional aids. The development of library skills is strengthened by research components built into the University's curriculum. Professional librarians and trained support personnel are available to assist by email, live chat, and telephone.

Normal staff hours are Monday-Friday: 9:30 am–7:00 pm ET

Chat assistance hours:

Monday–Tuesday: 11:00 am–9:00 pm ET

Wednesday–Friday: 11:00 am–7:00 pm ET

2. Number of volumes of professional material:

Through the Kaplan University Online Library's website, students have access to thousands of e-books and periodicals, including professional, scholarly, and trade journals, and other monographs.

3. Number of professional periodicals subscribed to:

Through the Kaplan University Online Library's website, students have access to thousands of e-books and periodicals, including professional, scholarly, and trade journals, and other monographs.

4. Other library facilities in close geographical proximity for student access:
not applicable

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:

12

Full-time:

2

Part-time:

10

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Shazia Ashraf	MS Administra- tion	9	5	0		X
Cynthia Glewwe (Edgerton)	MS Leadershi p for Higher Education	28	5	8		X

Karalea Fisher	MS Informatio n Technolo gy	18	6	12	X	
Zakevia Green	Doctor of Philosoph y Human Services	10	6	10		X
Melody Hoskins	Master of Business Administr ation	10	7	7		X
Monique Johnson	Master of Business Administr ation Health Care Managem ent	17	4	13		X
Regina Kraus	MS Health Care Administr ation	32	5	27	X	
Louise Murray	MS Organizat ional Managem ent	24	8	10		X
Cheryl Plettenberg	EdD Curriculu m & Instructio n	43	7	23		X
Robert Tedeschi	PhD Business General / Operation al Managem ent/Techn ology	41	5	19		X
Karen Tepe	Master of Health Service Administr ation	24	5	5		X
Kelly Williams	Master of Business Administr ation	13	7	10		X

*Indiana Commission for Higher Education
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**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: Kaplan University
Degree Program: BS Health Information Management
Locations: Indianapolis

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

No they do not.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification - Not applicable

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

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Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

Yes.

If so, please identify: The curriculum is based on the standards of the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The specific professional industry standard(s) and/or best practice(s):

Knowledge Base: Demonstrate foundational knowledge of the principles of planning, designing, managing, and evaluating electronic information systems.

Research Methods and Critical Thinking Skills: Apply research skills and critical thinking to create solutions for health care issues.

Health Care Administration: Demonstrate knowledge of the forces affecting health care delivery and health information systems.

Operations: Apply best practices in decision making regarding the management of health information.

Ethics and Professionalism: Employ the professional, ethical, and legal standards of health information management.

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

They emanate from the American Health Information Management Association.

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

No.

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution? N/A

If so, please list the baccalaureate degree(s):

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Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Upon graduation, students may pursue positions that require them to perform either technical or management duties within the health information field. Typical duties may include overall department management; generation and analysis of health care data; implementation of quality improvement processes, risk management techniques, compliance strategies, and reimbursement procedures; research; and evaluation of legal issues. Employment opportunities may exist within hospitals, long-term care facilities, physicians' offices, health maintenance organizations, insurance companies, home health care, consulting companies, computer software companies, and government agencies.

Careers Attainable with this Degree:

- Health information department director
- Medical data analyst
- Patient information director
- Quality management coordinator
- Medical practice manager